

COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION  
BUREAU OF FINANCIAL INSTITUTIONS

**ANNUAL REPORT OF MORTGAGE LENDERS AND BROKERS  
FOR THE YEAR ENDING DECEMBER 31, 2007**

**GENERAL INSTRUCTIONS**

Pursuant to Virginia Code Section 6.1-418, every lender and broker required to be licensed under the Virginia Mortgage Lender and Broker Act shall file an annual report, under oath, with the Commissioner of Financial Institutions. Reports covering operations during the preceding calendar year are to be filed not later than **March 1**, by mailing or delivering them to the Bureau of Financial Institutions, 1300 East Main Street, Suite Eight Hundred, Post Office Box 640, Richmond, Virginia, 23218-0640. **The Statute does not provide for extension of the filing period and a penalty may be imposed for late filing.**

The first section of the report is common to both lenders and brokers. Section II should be completed by mortgage brokers and Section III should be completed by mortgage lenders. **Both mortgage lenders and brokers must complete the Affidavit on page eight.**

**Unless otherwise stated, the licensee must provide information only about its mortgage activities which come under the Virginia Mortgage Lender and Broker Act. The Act defines a mortgage loan as a loan made to an individual, the proceeds of which are to be used primarily for personal, family or household purposes, which loan is secured by a mortgage or deed of trust upon any interest in one to four family residential owner-occupied property located in Virginia, regardless of where made. Other types of loans, such as commercial loans or loans made on non-Virginia property, are not to be listed unless specifically requested.**

A **consolidated financial statement** of the licensee (balance sheet and income statement), reflecting the true financial condition of the licensee from all operations conducted in Virginia and elsewhere, regulated and unregulated, is to be attached to this report. The balance sheet should detail assets and liabilities while the income statement should detail income and expenses. Sole proprietors should submit a balance sheet and income statement for the mortgage business only. Financial statements should not be more than three (3) months old. If the licensee does not have an independent audit, it may submit current internal unaudited financial statements.

**The annual report and financial statement of the licensee must be filed in duplicate.** Please follow the instructions carefully. Incomplete or inaccurate reports cannot be accepted for filing and will be returned. If space provided is insufficient, continuations on 8 1/2" by 11" paper may be added.

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FOR THE YEAR ENDING DECEMBER 31, 2007**

**Bureau of Financial Institutions  
1300 East Main Street, Suite 800  
Post Office Box 640  
Richmond, Virginia 23218-0640**

**FILE IN DUPLICATE**

**SECTION I**

**GENERAL INFORMATION**

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1. Name and mailing address of licensee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Virginia license number \_\_\_\_\_

2. Federal identification number (FIN) \_\_\_\_\_

4. E-Mail address \_\_\_\_\_

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5. Check the appropriate items concerning licensee:

(a) \_\_\_\_\_ INDIVIDUAL    \_\_\_\_\_ PARTNERSHIP    \_\_\_\_\_ CORPORATION

\_\_\_\_\_ LIMITED LIABILITY COMPANY    \_\_\_\_\_ BUSINESS TRUST

(b) \_\_\_\_\_ MORTGAGE LENDER    \_\_\_\_\_ MORTGAGE BROKER    \_\_\_\_\_ BOTH MORTGAGE LENDER  
AND MORTGAGE BROKER

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6. Name and mailing address of parent company, if any.

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7. Does the licensee or its parent or affiliate operate in other states?

\_\_\_\_\_ YES    \_\_\_\_\_ NO

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8. Name, title and business address of the chief executive officer of licensee.

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9. Individual to be contacted with respect to questions which may arise from this report (name, title, address, and **telephone number**):

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10. Provide the name, title, address and **telephone number, fax number and e-mail address** for the individual to be contacted with respect to:

(a) Scheduling Examinations

(b) Consumer Complaints

**SECTION I (Continued)**

## LIST OF LICENSED LOCATIONS

11. List all locations licensed pursuant to the Virginia Mortgage Lender and Broker Act as of December 31 (including licensed locations where Virginia records are kept).

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## REGULATORY ACTIONS

12. Has the licensee or any of its senior officers, directors, trustees, managers, or principal owners been the subject of any regulatory investigations, or actions (taken or pending), by any state or federal agency within the last three years? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, attach a complete explanation and copies of all related documentation.

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## SECTION I (Continued)

### DIRECTORS AND MANAGEMENT

13. If the licensee is a limited liability company or corporation, list all members, directors and senior officers (those within three reporting levels of the CEO), their titles, and their ownership interest, if any, **direct or indirect**, in the licensee. If the licensee is a partnership, list the partners, along with their ownership interest, **direct or indirect**, in the licensee. If the licensee is a business trust, list the trustees along with their ownership interest, **direct or indirect**, in the licensee.

Name	Title	Check applicable title(s)					# Shares Owned	Percentage Ownership
		Senior Officer	Director	Partner	Manager	Trustee		

Itemize any individuals and/or companies not listed above with a ten percent or greater ownership interest, **direct or indirect**, in the licensee.

Name	Number of Shares Owned	Percentage Ownership

## SECTION II

## MORTGAGE BROKERS

14. Has the licensee brokered any loans secured by a mortgage or deed of trust on residential property of one to four owner occupied units located in Virginia, regardless of where brokered?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please provide the number and dollar amount brokered.

COLUMN 1		COLUMN 2		COLUMN 3	
FIRST LIENS		SUBORDINATE LIENS		TOTAL	
NUMBER	\$AMOUNT	NUMBER	\$AMOUNT	NUMBER	\$AMOUNT

15. List the names, addresses and telephone numbers of all mortgage lenders and mortgage brokers you did business with during the year. **This pertains only to mortgage or deeds of trust on residential Virginia properties.**

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**SECTION III**  
**MORTGAGE LENDERS**

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16. Address of office where records of Virginia operations are kept for:

A) Files of closed first and second mortgage loans: \_\_\_\_\_

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B) Loan servicing: \_\_\_\_\_

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C) Rejected or turned down loans: \_\_\_\_\_

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D) Financial/Accounting operations: \_\_\_\_\_

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17. Provide the address of any offices or branches other than the main office where duplicates of the above records are kept:

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18. Has the licensee made any loans (closed in the name of the licensee) to individuals secured by a mortgage or deed of trust on residential property of one to four owner occupied units located in Virginia, during the calendar year?

Yes \_\_\_\_\_

No \_\_\_\_\_

If Yes, please provide the number and dollar amount of mortgage loans **closed in the name of the licensee during the year, whether or not carried on licensee's books as of December 31.**

COLUMN 1		COLUMN 2		COLUMN 3	
FIRST LIENS		SUBORDINATE LIENS		TOTAL	
NUMBER	\$AMOUNT	NUMBER	\$AMOUNT	NUMBER	\$AMOUNT

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19. Is the licensee a government approved lender?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, name the program(s):

### SECTION III – MORTGAGE LENDERS (Continued)

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20. State the range of interest rates and points charged during the year (highest and lowest).

INTEREST RATES: \_\_\_\_\_ (HIGH) TO \_\_\_\_\_ (LOW)

POINTS: \_\_\_\_\_ (HIGH) TO \_\_\_\_\_ (LOW)

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21. Has the licensee made any loans subject to the Home Ownership and Equity Protection Act (§ 32 of Regulation Z)

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please provide the number and total dollar amount of these loans

	Number	Dollar Amount
	_____	_____

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22. Analysis of delinquent accounts as of December 31.

Accounts past due for a period of:	NUMBER	DOLLAR AMOUNT
One day to 60 days.....	_____	\$ _____
61 Days to 90 days.....	_____	\$ _____
More than 90 days.....	_____	\$ _____
TOTAL.....	_____	\$ _____

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23. Law suits, possession and sale of security.

	NUMBER	DOLLAR AMOUNT
Suits for recovery of money judgments:		
Instituted during the year .....	_____	_____
Judgments obtained during the year.....	_____	_____
Possession of security obtained by licensee during the year		
By court action or contract right:.....	_____	_____
Possession of security obtained by licensee during the year		
By voluntary surrender.....	_____	_____

## AFFIDAVIT

State of \_\_\_\_\_)

County or City of \_\_\_\_\_)

I, \_\_\_\_\_, being the \_\_\_\_\_  
(Name of Officer of Licensee) (Title)

of \_\_\_\_\_  
(Name of Licensee)

swear or affirm that, to the best of my information and belief, the facts in this report, including any accompanying schedules and statements, are true.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

Registration Number of Notary: \_\_\_\_\_

My commission expires: \_\_\_\_\_

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**PLEASE MAKE SURE THIS REPORT AND THE FINANCIAL STATEMENT OF THE LICENSEE ARE FILED IN DUPLICATE BEFORE THE MARCH 1ST DEADLINE. IF AUDITED FINANCIAL STATEMENTS ARE BEING PREPARED BUT ARE NOT READY, PLEASE INDICATE BELOW THE APPROXIMATE DATE THAT THEY WILL BE FILED WITH THIS BUREAU AND ATTACH CURRENT INTERNAL FINANCIAL STATEMENTS. (If an audit of the licensee is not conducted, current internal statements alone are acceptable and should be attached.)**

**Anticipated filing date of audited financial statement of licensee:** \_\_\_\_\_